



**STATE OF OREGON
POSITION DESCRIPTION**

Position Revised Date:
October 11, 2023

Agency: Oregon Department of Energy

Facility:

☐ New ☒ Revised

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Operations & Policy Analyst 4</u>	b. Classification No: <u>C0873</u>
c. Effective Date: <u>July 1, 2007</u>	d. Position No: <u>3030010</u>
e. Working Title: <u>Senior Hydrogen and Transportation Policy Analyst</u>	f. Agency No: <u>33000</u>
g. Section Title: <u>Energy Planning and Innovation Division</u>	h. Budget Auth No: <u>00987720</u>
i. Employee Name: <u>VACANT</u>	j. Repr. Code: <u>UA</u>
k. Work Location (City – County): <u>Salem - Oregon</u>	
l. Supervisor Name: _____	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt	o. Eligible for Overtime: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input checked="" type="checkbox"/> Administrative	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Oregon Department of Energy's vision is to lead Oregon to a safe, equitable, clean, and sustainable future. ODOE helps Oregonians make informed decisions and maintain a resilient and affordable energy system. We advance solutions to shape an equitable clean energy transition, protect the environment and public health, and responsibly balance energy needs and impacts for current and future generations. ODOE helps Oregonians improve the energy efficiency of their homes, provides policy expertise to prepare for Oregon's future energy needs, staffs the Energy Facility Siting Council, provides technical and financial assistance to encourage investments in energy efficiency and renewable energy resources, represents Oregon's interests in the cleanup of the Hanford nuclear site, and ensures state preparedness to respond to energy related emergencies. ODOE employs approximately 123 employees and is funded with revenue from more than 30 sources, including \$55.6 million in general fund, \$108.3 million in other funds, \$9.3 million in federal funds, \$1.4 million in lottery funds debt service, and \$29.4 million in non-limited loan program and debt service funds.

The Energy Planning & Innovation (P&I) Division supports the agency mission by pursuing programs and policies that help Oregonians conserve energy, use energy more efficiently, and produce energy using renewable sources. The Division's two sections: Energy Efficiency & Conservation and Energy Technology & Policy collaborate with the Department's other divisions and stakeholders to help support the development of clean energy resources and

integrate those resources into the State's transmission and distribution system. The division offers energy expertise across sectors, including efficiency in buildings and manufacturing as well as alternative fuels and infrastructure, while helping Oregon build a more resilient energy system – one that is well prepared to respond to issues such as climate change and natural disasters. The division also helps the State pursue strategies to reduce greenhouse gas emissions through energy efficiency, renewable energy, and sustainable transportation.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Serve as the agency's policy, technical, and market expert on assigned energy sectors, resources, and technologies. This position functions within the program by developing relationships with external organizations and providing advice to the director, assistant director and program managers on strategic planning, policies, initiatives and operations. The position will help inform the development of energy and climate policy discussions and activities relevant to Oregon and its goals.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
50%	R	E	Policy and Legislative Advice <ul style="list-style-type: none"> Research and analyze assigned energy fields of expertise and other assigned energy resources and technologies, including existing and proposed state and federal policies, costs, opportunities, barriers, and market penetrations. Interpret data into meaningful conclusions and recommendations for improvement and write results into clear, concise reports. Based on these conclusions and recommendations, and as assigned propose and develop statewide initiatives, legislation, policies, administrative rules, strategies and principles for agency management and the Governor's Office. Provide analysis and advice to the leadership team on legislative inquiries and statewide initiatives and legislation proposed by stakeholders and other state agencies relating to assigned energy sectors, resources, and technologies. Review and evaluate legislation, identify stakeholders, and provide advice, options, and effective recommendations. Carry out analysis of proposed federal legislation and rules to determine impacts on Oregon. Draft recommendations to members of Oregon's Congressional delegation for the director's signature as assigned. Guide, participate in, and coordinate working groups and advisory committees formed by the Governor or department to identify key issues and develop state policies and strategies to promote the development and use of assigned energy sectors, resources, and technologies in Oregon. Provide technical expertise and information about policies, incentives, technologies, costs, and benefits, and collaborate with other agencies and decisionmakers to identify misalignments with existing policies and strategies and potential policy solutions. Evaluate existing agency programs; recommend agency policy or position on issues to reduce the long-term cost of energy; decarbonization of energy production and use and conduct strategic planning and goal setting. Represent the agency in regional, national, and international forums and develop policy and implementation measures, relating to the State of Oregon's interests for assigned energy sectors, resources, and technologies and at the direction of the agency director.

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

30%	R	E	Policy Research, Development, and Analysis
			<ul style="list-style-type: none"> Serve as the subject matter expert on assigned energy sectors, resources, and technologies. This may also include expertise on other energy resources as assigned. Provide technical advice, options and effective recommendations to management, the Governor's Office, the legislature, and other state agencies that shape major directions in state policy and programs.
			<ul style="list-style-type: none"> Keep up to date on assigned energy sectors, resources, and technologies, including industry, national and international standards. Monitor activity and recommend agency participation in federal actions and other governmental proceedings affecting Oregon. Review and analyze new technologies and strategies.
			<ul style="list-style-type: none"> Make knowledgeable judgments on current and emerging energy topics, technologies, concepts, and proposals considering the social, economic, and environmental impacts of energy use, production, and delivery.
			<ul style="list-style-type: none"> Write position papers, legislative concepts and testimony, agency backgrounders, and budget narratives that set forth State policies on climate change; write letters, memos, and speeches for managers, assistant directors, the director and the Governor's office articulating state policies and the relevant supporting analyses.
			<ul style="list-style-type: none"> Provide technical expertise and information about agency programs, incentives, projects and policies to agency leadership, legislators, the governor's office, stakeholders, and members of the public as assigned.
			<ul style="list-style-type: none"> Collaborate with state agencies and other organizations and facilitate discussions to align multi-sector policy objectives, data resources, and key metrics that support state energy and climate goals,
			<ul style="list-style-type: none"> Research and communicate the market impacts and incentives created by existing and proposed programs and initiatives. With management approval, provide technical analysis to other agencies that are developing and implementing strategies directly connected to the department's mission.
			<ul style="list-style-type: none"> Provide businesses with information and assistance to improve delivery and use of energy resources and technologies, including information about financing and incentives, feasibility assessments, technical assistance and other information needed to encourage the growth of a sustainable energy business market in Oregon.
20%	R	E	Program and Project Management
			<ul style="list-style-type: none"> Take a primary role in implementing assigned legislation and executive orders, including rulemaking. Ensure resources are allocated and activities completed.
			<ul style="list-style-type: none"> Handle special projects and assignments related to assigned energy sectors, resources, and technologies.
			<ul style="list-style-type: none"> Assess activities related to clean energy standards, energy markets, clean energy technologies, energy planning, environmental impacts of energy production and use, energy resilience, and determine agency products to inform energy policy discussions in these areas. This includes making decisions on analysis and data collection to inform agency reports, studies, and programs.
			<ul style="list-style-type: none"> Meet with stakeholders to identify potential products or services to support stakeholder needs, achieve state energy goals and the agency's mission, assess agency capabilities and resources to meet these needs, and develop and implement projects to provide deliverables. Develop outreach plans to inform stakeholders about new agency products or services.
			<ul style="list-style-type: none"> Identify opportunities for grants and external funding, identify potential projects, enlist partners, prepare grant applications, and administer awarded grants to help accomplish state and agency goals and objectives related to assigned energy sectors, resources, and technologies.

			<ul style="list-style-type: none"> • Manage contracts for projects related to assigned energy sectors, resources, and technologies. This includes developing the statement of work, coordinating the contractor selection process and monitoring work products.
			<ul style="list-style-type: none"> • Identify information needs and assist in development of agency web pages, and other public information materials on a wide variety of energy issues.
			<ul style="list-style-type: none"> • Collaborate with the EDS division to optimize the delivery of incentive programs that support energy policy by providing technical advice and recommendations on administrative rules, announcements, and proposed projects related to assigned energy sectors, resources, and technologies.
Ongoing	NC	E	Miscellaneous
			<ul style="list-style-type: none"> • Perform position duties in a manner that promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. • Engage in team participation, and collaboration through the willingness to assist and support co-workers, supervisors, and other work-related associations. • Maintain confidentiality of information that is exempt from disclosure under Oregon's public records law. • Develop good working relationships with agency staff and supervisors through active participation in accomplishing group projects and in identifying and collaborating to resolve problems in a constructive manner. • Use time management skills to meet expectations for quality, timeliness, and resources. • Demonstrate openness to constructive criticism and suggestions to strengthen work performance. • Contribute to a positive, respectful, and productive work atmosphere. • Foster and promote the importance and value of a diverse and discrimination and harassment-free workplace. • Respect diversity of opinions, ideas, and cultural differences. • Other duties as assigned. • Regular attendance is required to meet the demands of this job and to provide necessary services.

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The office environment is an open landscape with cubicles and audible distractions. This position requires long periods of sitting, standing, using a keyboard and other computer operations, and the use of a cell phone. Work requires lifting and carrying objects of up to 50 pounds, bending, crouching, use of arms above the shoulders, and transporting oneself throughout the office and to remote work locations. The position requires substantial reading, writing, and development of documents that require focus, reading comprehension, and writing skills. The work environment includes the use of electronic, audio-visual, and computer equipment. These working conditions are experienced daily. The employee must be able to complete work tasks under these types of conditions in this type of environment. An employee in this position must be available to work Monday through Friday with a regular 40-hour work schedule. The position may experience exposure to volatile or stressful situations and critical/hostile people. Regular travel throughout the state. Occasional interstate travel. Attendance at evening and weekend meetings or events may be required. Requires the ability to work quickly under deadlines for multiple projects.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

- State and federal energy and environmental laws and standards
- Federal rules and regulations
- State and agency policies
- Program administrative rules and specifications
- State and public agency purchasing and contracting rules and guidelines.
- The State's energy goals

b. How are these guidelines used?

To develop appropriate and consistent policies

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Agency Employees	Phone, email, mail, in-person, virtual	Exchange information, provide recommendations, resolve issues	Daily
Community Groups	Phone, email, mail, in-person, virtual	Coordinate public information efforts; make presentations; provide technical assistance and training	Daily
General Public	Phone, email, mail, in-person, virtual	Exchange project information; explain program requirements; provide technical and program assistance	Daily
Other State Agencies	Phone, email, mail, in-person, virtual	Provide technical assistance; share technical and program information; provide input on policies, strategies, programs, administrative rules; coordinate policies, programs, and projects	Weekly
Other States' Energy Offices	Phone, email, mail, in-person, virtual	Oversee contractual obligations; share technical and program information; coordinate policies, programs, and projects	Weekly
Non-Governmental Organizations	Phone, email, mail, in-person, virtual	Share technical and program information; coordinate policies, programs, and projects	Weekly
Electric and Natural Gas, Utilities, and Associations	Phone, email, mail, in-person, virtual	Provide technical assistance; share technical and program information; provide input on policies, strategies, programs, administrative rules; coordinate policies programs and projects;	Weekly
Environmental and Renewable Energy Advocates	Phone, email, mail, in-person, virtual	Share technical and program information; receive input on policies, programs, and projects	Weekly
Local Government Officials	Phone, email, mail, in-person, virtual	Exchange project information; share technical and program information; provide technical assistance and training; coordinate site visits	Weekly
Regional Organizations	Phone, email, mail, in-person, virtual	Provide technical assistance; share technical and program information; provide	Weekly

		input on policies, strategies, programs, administrative rules; coordinate policies, programs, and projects	
Renewable Energy Industry	Phone, email, mail, in-person, virtual	Provide/receive project information; share technical and program information; explain state requirements; receive input on policies and programs; coordinate projects	Weekly
Oregon Tribes	Phone, email, mail, in-person, virtual	Share technical information, coordinate policies/programs, provide information regarding incentives/financing	Monthly
Federal Agencies	Phone, email, mail, in-person, virtual	Share technical information; grant writing/reporting; coordinate policies and programs	Monthly
Legislature	Phone, email, mail, in-person, virtual	Convey information	Monthly
University and National Research Labs	Phone, email, mail, in-person, virtual	Share technical and program information; coordinate research and projects	Monthly
Governor's office	Phone, email, mail, in-person, virtual	Provide input and recommendations on development of state policy; help formulate policy initiatives on topics approved by the director	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Typical decisions made by this position include, but are not limited to, recommendations informing the ability of the state to achieve greenhouse gas reduction and energy goals; maintain reliable and resilient energy systems; the design and structure of programs and policies to assigned energy sectors, resources, and technologies; and ensuring coordination and collaboration with appropriate internal and external partners. Additionally, this position makes recommendations to the director, agency leadership, the Legislature, and Governor's Office on state energy policies and legislation.

Poor decisions can have a negative impact on the programs and policies that ensure the reliability and resilience of state energy systems; facilitate the opportunities for businesses to reduce energy costs and improve competitiveness; affect long- and short-term energy costs and environmental impacts. The lack of policy and program decisions based on clear, accurate, and reliable information and sound judgement can lead to poor relationships with community partners, underserved communities, utilities, stakeholder groups, and other organizations with whom the agency or State must build partnerships; and legal appeals or challenges from utilities or bidders not selected for contract work.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Energy Manager 2	0035096	Through informal and formal conversations and meetings, quarterly performance evaluations	Quarterly	Establish expectations, measure progress, provide feedback, and evaluate the effectiveness

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position?

0

How many employees are supervised through a subordinate supervisor?

0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

- Must successfully pass criminal background check.
- Employee is required to possess and maintain a valid driver's license issued by the state where the employee resides and must maintain a satisfactory driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date